



START LEARNING

Kickstart your career with a nationally
recognised course

BSB40420

Certificate IV in Human Resource Management

Course Information

BSB40420

Certificate IV in Human Resource Management

This course is nationally accredited by the Australian Government under the Australian Qualifications Framework (AQF).

Why Study with LET Training?



NATIONALLY RECOGNISED
TRAINING

RTO No. 41179

Contact LET Training

Email: enquire@lettraining.com.au

Phone: 02 9633 3929



Affordable
Competitive Course Price



Adaptable
Study Anywhere at Any Time



Approachable
Unlimited Trainer Support



Acheivable
Fast Assessment Response

Course Overview

BSB40420 **Certificate IV in** **Human Resource** **Management**

Delivery mode:
Online (Self-paced)

This qualification reflects the role of individuals who work in a range of human resources roles. The job roles that relate to this qualification may include Human Resources Officer, Human Resources Coordinator and Payroll Officer.

Responsibilities are likely to be determined at a workplace level. Some smaller organisations may require employees to work across all aspects of human resources. In larger organisations, individuals may support a single human resources function.

Units of Study

This qualification is nationally recognised under the Australian Qualifications Framework (AQF).

To be awarded this qualification, you are required to complete **12 units of competency**. LET Training offers the following units:

Core units (6):

- BSBHRM411 Administer performance development processes
- BSBHRM412 Support employee and industrial relations
- BSBHRM413 Support the learning and development of teams and individuals
- BSBHRM415 Coordinate recruitment and onboarding
- BSBHRM417 Support human resource functions and processes
- BSBWHS411 Implement and monitor WHS policies, procedures and programs

Elective units (6):

- BSBCMM412 Lead difficult conversations
- BSBHRM529 Coordinate separation and termination processes
- BSBOPS403 Apply business risk management processes
- BSBPEF402 Develop personal work priorities
- BSBWRT411 Write complex documents
- BSBXCM401 Apply communication strategies in the workplace

To find out more about the individual course units, check out the **Appendix – Course Unit Information** at the end of this document. If you wish to change any elective unit/s, please speak to one of our friendly course advisors.

Entry and study requirements

You can enrol and start at any time!

We are committed to seeing you through your course. To ensure you have the best chance of successfully completing your course, the following entry and study requirements apply.

- Current Year 12: Successful completion of Australian Year 12 or equivalent or the Australian Senior VCAL Certificate; or
- Non-Year 12: Completion of post-secondary studies or have at least 6 months' work experience; and
- Have access to a fully-functional computer loaded with a web browser, web camera and appropriate software applications to read PDF files and produce documents (using Microsoft Suite); and
- Have reliable internet access; and
- Have a valid email account and a telephone with a valid telephone number for learning and assessment communication, support session; and
- Participating in interactive assessment activities and interviews.

Skills needed for studying:

- **Language and literacy skills** at a level that enables you to read, interpret, communicate and apply a range of information and data, to write reports and other business documents for a variety of audiences, and to present and address issues.
- **Numeracy skills** at a level that enables you to plan and manage time, resources and budgets, to read and understand workplace figures, statistics and measurements, and to solve routine workplace and operational problems.
- **Technology skills** to conduct online research using a web browser and to use a variety of software applications to send e-mails with attachments, participate in web based communications, read PDF files, produce documents, analyse information and data.
- **Research skills** to be able to research information and data from a variety of sources.
- **Attention to details** to successfully complete all assessment tasks to the required published standard.

How to study with LET Training?

Online & Self-paced

- You can study at any time, any place, with maximum flexibility.

Enrol at any time and start straight after enrolment!

- From the date of enrolment registration, **you have up to 12 months to complete this qualification**, but you may complete it in less time.
- We find our students complete this qualification with varying timeframes. It just depends on your life situation and time availability.

Payment Plans

- Weekly, Fortnightly, Monthly or pay the full course upfront, simply tick one that suits you the best.

No minimum or structured timeframe but effective time management!

- You can complete the course as quickly as you choose.
- We find students that are genuinely motivated to progress through the course, can complete the full course in less than 12 months.
- On average it may take you 40-50 hours to complete a unit of competency. However this will be influenced by your experience, time availability and work rate.

Assessments

Upon enrolment, you will be provided with detailed assessment task specifications and activities specific to the relevant unit of competency (via the Learning Management System). For example, you may be required to:

- Complete projects and/or portfolios of evidence;
- Answer a series of knowledge-based short answer questions;
- Participate in interviews and/or interactive activities in a simulated business environment.

You will be required to submit your evidence for evaluation to the assessor, who will continue to maintain contact with you during the assessment decision-making process. You will also be provided with opportunities to adjust and resubmit your assessments based on the assessor's feedback.

Learning Support

You are well supported throughout your course, so you won't feel alone!

LET Training strives in many ways to support you in your learning. This includes:

Providing resources and services accessible to our online and recorded webinars and support resources published on LET Training website Learning Support page; and

Unlimited opportunities to discuss your course work on a one-on-one basis with a specialist trainer between **Monday to Friday, 9am to 5pm (NSW Business Days and Time)** via:

- Telephone
- Email
- Webbased applications (e.g. Skype, Zoom, Microsoft Teams)

Career Opportunities

Successful completion of Certificate IV in Human Resource Management can qualify you for a range of roles and positions, including:

- | | |
|--------------------------------|------------------------------|
| ▪ Human Resource Administrator | ▪ Human Resource Coordinator |
| ▪ Human Resource Officer | ▪ Payroll Officer |

Recognition of prior learning (RPL)

For those currently working in an administrative and office management position, with over 5 years working experience, ask our friendly course consultants about Recognition of Prior Learning (RPL) eligibility. One of our expert trainers will develop a tailored training plan for you based on your existing role and experience.

Study pathways

Will previous study and experience count?

LET Training recognises Recognition of Prior Learning (RPL) which considers the knowledge and skills you have already gained through your previous education and work history, attributing this to your enrolled qualification course. This may be through formal or informal training and can result in credits towards your qualification. More information can be found in the LET Training Student Handbook.

Future education pathways

After successfully completing Certificate IV in Human Resources Management, you may like to enrol in LET Training's Diploma of Human Resources Management for further potential career opportunities.

Enrol with LET Training

LET Training offers a range of Business, Leadership and Management, Human Resources, WHS and administration qualification courses.

For further information or to enrol, contact us via:



www.lettraining.com.au



(02) 9633 3929



enquire@lettraining.com.au

Appendix – Course Unit Information

BSB40420 Certificate IV in Human Resource Management

Unit of competency	Applications
BSBHRM411 Administer performance development processes	<p>This unit describes the skills and knowledge required to assist in the effective implementation of a performance development system and to facilitate employee performance.</p> <p>The unit applies to human resource officers, or people in similar roles, who work under the direction of a human resource manager.</p>
BSBHRM412 Support employee and industrial relations	<p>This unit describes the skills and knowledge required to communicate and implement employee relations (ER) and industrial relations (IR) policies and procedures to effectively represent organisations and employers.</p> <p>The unit applies to individuals who work in support positions, assisting others in dealing with ER and IR conflicts and issues.</p>
BSBHRM413 Support the learning and development of teams and individuals	<p>This unit describes the skills and knowledge required to determine individual and team development needs and to facilitate the development of the workgroup.</p> <p>The unit applies to individuals with a broad knowledge of learning and development who apply their skills in addressing development needs to meet team objectives. They may have responsibility to provide guidance or to delegate aspects of tasks to others.</p>
BSBHRM415 Coordinate recruitment and onboarding	<p>This unit describes the skills and knowledge required to develop and implement strategies to source candidates and to assess their suitability for available positions.</p> <p>The unit applies to individuals working in a human resources job role, as well as those for whom recruitment and onboarding are part of their broader duties.</p>
BSBHRM417 Support human resources functions and processes	<p>This unit describes the skills and knowledge required to support work across a range of human resource functional areas.</p> <p>The unit applies to individuals who require a broad understanding of human resource functions, associated policy frameworks and the administrative requirements to support these functions and policies.</p>
BSBWHS411 Implement and monitor WHS policies, procedures and programs	<p>This unit describes the skills and knowledge required to implement and monitor an organisation's work health and safety (WHS) policies, procedures and programs in the relevant work area in order to meet legislative requirements.</p> <p>The unit applies to those with supervisory responsibilities in a work area who have a broad knowledge of WHS policies and contribute well-developed skills in creating solutions to problems through analysis and evaluation of information from a variety of sources. They provide supervision and guidance to others and have limited responsibility for the output of others.</p>
BSBCMM412 Lead difficult conversations	<p>This unit describes the skills and knowledge required to prepare, facilitate and lead difficult conversations.</p> <p>The unit applies to individuals who may work as managers and leaders, and are required to lead difficult conversations in the workplace. They contribute well developed verbal and relationship building skills in having difficult conversations.</p>

Unit of competency	Applications
BSBHRM529 Coordinate separation and termination processes	<p>This unit describes the skills and knowledge required to coordinate redeployment, resignation, retirement, dismissal and redundancy, including the conduct of exit interviews.</p> <p>The unit applies to individuals who take responsibility for overseeing aspects of managing the voluntary and involuntary termination of employment.</p> <p>No licensing, legislative or certification requirements apply to this unit at the time of publication.</p>
BSBOPS403 Apply business risk management processes	<p>This unit describes the skills and knowledge required to identify business risks and to apply established risk management processes to a defined area of operations that are within the responsibilities and obligations of the work role.</p> <p>The unit applies to individuals with a broad knowledge of risk analysis or project management who contribute well developed skills in creating solutions to unpredictable problems through analysis and evaluation of information from a variety of sources. They may have responsibility to provide guidance or delegate aspects of these tasks to others. Risks applicable to own work responsibilities and area of operation may include projects being undertaken individually or by a team, or operations within a section of the organisation.</p>
BSBPEF402 Develop personal work priorities	<p>This unit describes the skills and knowledge required to plan and prioritise own work tasks. It also addresses the skills and knowledge to monitor and obtain feedback on personal work performance.</p> <p>The unit applies to individuals who are required to design their own work schedules and work plans and to establish priorities for their work. They will typically hold some responsibilities for the work of others and have some autonomy in relation to their own role.</p>
BSBWRT411 Write complex documents	<p>This unit describes the skills and knowledge required to plan, draft and finalise complex documents.</p> <p>The unit applies to individuals who work in a range of business environments and are skilled in the creation of documents that are more complex than basic correspondence, memos and/or forms and that require review and analysis of a range of information sources.</p>
BSBXCM401 Apply communication strategies in the workplace	<p>This unit describes the skills and knowledge required to facilitate and apply communication strategies in the workplace within any industry.</p> <p>This unit has a specific focus on the communication skills required for supervisor level workers with responsibility for other workers.</p>